

**PARK BOARD MEETING  
WEDNESDAY, NOVEMBER 14, 2018**

Chair Craig Kittel called the Park Board meeting to order at 7:00 p.m. on Wednesday, November 14, 2018.

**Members Present:** Craig Kittel, Jon Hailey, Mandi Erickson, Frank Norton, and Brian Schroeder

**Others Present:** Max Haeny, Jordan Fisher, Mike Darrow, and Noah Wiedenfeld

**Members Absent:** Joe Ard, and Christine Melby

Jon Hailey moved to adopt the agenda, seconded by Bryan Schroeder, motion carried.

Brian Schroeder moved to approve the minutes of September 26, 2018, seconded by Mandi Erickson, motion carried.

**Public Business Items**

Noah Wiedenfeld announced we were awarded the Knowles Nelson Stewardship Grant in the amount of \$234,694 for the Nature Center recreational trail project.

**Consent Agenda:**

**Project Updates:**

Kwik Trip committed \$125,000 for the future riverwalk trail along the Willow River. We are currently working on obtaining additional trail easements along the river. Jon Hailey moved to approve the consent agenda, seconded by Brian Schroeder, motion carried.

**Unfinished Business:**

**Mary Park Master Plan:**

The Will's Playground memorandum of understanding was approved by the Park Board and City Council earlier this fall. Per our discussion at the August Park Board meeting, City staff contacted MSA Professional Services in regards to preparing a long-term master plan for the playground area that also incorporates the restrooms, former beach, parking lot, etc.

MSA Professional Services will develop a park plan that includes an inclusive play structure and fishing piers, as well as a conceptual layout for potential modifications to the existing service drive, walks, shoreline, and restroom expansion. MSA would also provide cost estimates for the various improvements. The proposed cost for services is \$4,500. Our goal would be to review the conceptual plan in January, at the same time as the preliminary designs for the boat ramp.

Jon Hailey moved to approve the contract with MSA for \$4,500, for concept plan for Mary Park, seconded by Mandi Erickson, motion carried.

**Freedom Park Disc Golf RFP:**

A competitive request for proposals (RFP) for design services for a possible disc golf course at Freedom Park was published in October. Proposals were due on November 7<sup>th</sup>. City staff received five proposals before the deadline and are in the process of reviewing them. Per the RFP, proposals will be evaluated based on the following criteria (in no particular order):

- Qualifications and experience
- Consultant has a clear understanding of the scope of work and the proposal contains all information requested
- Overall quality, professionalism, and completeness of proposal

- References
- Cost of services

We received five responses with a variety of backgrounds.

Designer	Background	Cost
ReCourse Disc Golf – Springfield, MN	New company formed in 2018. Played 1,475 courses & designed 12 courses	\$4,455.90
The Disc Golf Experience – Wauwatosa, WI	Landscape design background. Played 1,000 courses & designed 3 courses	\$5,000.00
Tim Mackey – St. Cloud, MN	Designed 50 courses. 10-X MN State Overall Frisbee Champion	\$3,250.00
Dan Schnabel – Coon Rapids, MN	Designed 1 course. Competitive player & current Guinness World Record holder	\$1,220.00
Steve West Disc Golf, LLC – North Oaks, MN	Lead designer for 10 courses & assisted with several others	\$2,500.00

There was discussion on what the next steps should be. A comment was made as to why someone has not looked into Pine Meadows for disc golf. Someone would need to purchase the property instead of getting the land free. Discussion took place on if the citizen group who wants the disc golf course needs to raise the money for the designer, and if the Park Board was comfortable with this location. Noah explained that the RFP identified an 18-hole disc golf course at Freedom Park, although the costs provided in the proposals are not necessarily site-specific. Some of the feedback that was received from course designers was that 20 – 25 acres may be needed, depending on the degree of difficulty for the course and the intended users. WITC is planning on putting in a disc golf course in 2019; thoughts are that we should talk to them on a partnership. Frank Norton moved to table the Freedom Park Disc Golf RFP, seconded by Brian Schroeder, motion carried.

## **New Business**

### **Budget Update:**

Mike Darrow gave some background information on the park shop. Mike stated this building has been sold and the three parks employees will move into the Street Department. There has been discussion over a number of years on sharing facilities. We will have the ability to continue to use the cold storage building on the property for two years while other options are explored, including the possibility of creating a centralized public works campus that includes water, electric, streets, and parks. Satellite facilities on the south side of the city will also be considered. It was recommended to the City Council that a portion of the proceeds from the sale of the building be committed to the Park Land Trust Fund. Mike discussed the 2019 budget and the parks projects that were included.

Cost	Project Name	Project Description
\$150,000	Freedom Park Improvements	Continue enhancements of Freedom Park as identified in the adopted Comprehensive Plan and Park Plan.
\$100,000	CTH A Trail	Design phase of the project. TAP Grant awarded earlier this year.
\$50,000	Nature Center Trail	Design phase for trail connection between Nature Center & Doar Prairie Restoration. DNR Grant awarded this fall.
\$30,000	Outdoor Restroom Fobs	Control access to facilities. Alleviate need to manually close & lock nightly.

\$12,000	Zero Turn Mower	Replace existing zero-turn mower purchased in 2013 with 2000+ hours.
\$75,204	Mary Park Boat Landing	Reconstruction of boat landing. The City was awarded a grant to support the cost of this project.
\$100,000	East 1 <sup>st</sup> St Trail Connection	This project will close a loop within the trail system while improving safety of bike/pedestrian traffic. (Impact fees will be used)
\$50,000	Whispering Prairie Park	Establish a park within this area as outlined in the 2018 Park System Plan.

We will have additional seasonal staff in 2019, and a needs analysis for the parks will also be completed. There will be remodeling done on the west side of the Civic Center for our Customer Service Center. There was discussion about having Rettler Corporation or another firm update the original Freedom Park master plan in early 2019 given the additional funds available for development of the park.

#### **Fundraising Request – Disc Golf:**

A fundraising policy was approved by the City Council this fall. A fundraising authorization form was submitted by Karen Smallidge on October 29<sup>th</sup> to fundraise for an 18-hole disc golf course at Freedom Park. There was discussion about the proposed location, the need to update the Freedom Park master plan, and identifying priorities for Freedom Park and other park projects. Mandi Erickson moved to deny the application, seconded by Brian Schroeder, Craig Kittel and Jon Hailey opposed, motion carried 3-2.

#### **2019 Meeting Dates:**

The tentative meeting dates for 2019 are as followed:

January 30, No February meeting (unless necessary), March 27, April 24, May 29 (Park Tour), June 26, No July meeting (unless necessary), August 28, September 25, October 30, and November/December meeting TBD. Jon Hailey suggested we keep a February meeting date and start looking at the park plan updating.

#### **Park Land Trust Report:**

**Park Land Trust Fund** - \$205,468.57 this balance will be updated in January with the sale of the park board building. The question was asked why some of the tree and bench donations have a carryover balance. Noah explained that the donation amount also includes costs for the engraved plaques and concrete, and that any remaining balance is transferred to the Park Land Dedication Fund.

**Impact Fees Fund** – \$27,486.37

#### **Announcements:**

Craig thanked everyone for being here.

Frank Norton moved to adjourn the meeting, seconded by Brian Schroeder, motion carried.

The meeting of the Park Board adjourned at 8:20 p.m.

Minutes Submitted by  
Marie Bannink  
City Secretary